

# COMPLETING COMPASS EVALUATIONS

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An Evaluator's Guide to Compass Evaluation Close-out

(updated March 2016)

# Overview of Steps:

- ✓ Rate each accepted SLT.
- ✓ Complete the Evaluation in CIS.
- ✓ Print report for your final evaluation conversation.
- ✓ Conduct the final evaluation conversation.
- ✓ Send all signed reports and forms to your Compass contact. For each employee this will be:
  - a) A printed final Compass evaluation report with signatures.
  - b) A signed Grievance Process Notification Form.
  - c) A signed Exclusion from Results Form (printout of Infinite Campus *SLT Attendance SQL Report*).

# Step 1: Rate each accepted SLT.

**\*\*NOTE:** SLTs can be rated ONLY after the employee has reported SLT results. Evaluators should review and verify accuracy of the Exclusion Form and assessment data prior to rating SLTs. A signed copy of the exclusion form will be submitted with final evaluation documents.

- A. Select the Employee's name.
- B. Click the SLT tab.
- C. Click the Rate tab.

The screenshot shows a web interface for SLT rating. At the top, there are navigation tabs: Security, Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below these are action buttons: View, Set, Accept, Report Results On, Rate, Print, and Unlock. The 'Rate' button is highlighted with a yellow arrow. The form contains the following fields:

- School Session: 2014-2015 (with a yellow arrow pointing to the dropdown)
- LEA: (empty)
- School: (empty)
- Employee: (empty)
- Student Learning Target: 1 - 83.5 % of the students will meet 5 or more Fitness (with a dropdown arrow)
- SLT Rating Score: Select one (with a yellow arrow pointing to the dropdown)
- Evaluator Comments: (empty text area)

At the bottom, there is a 'Scoring Categories' table with four columns and two rows. The 'Submit' button is at the bottom center, and the 'Cancel' button is at the bottom right.

- D. Use the Reported Results and Attainment Ranges to determine the score earned.
- E. Select the appropriate score from the drop-down menu.
- F. Enter a comment.
- G. Click "Submit."

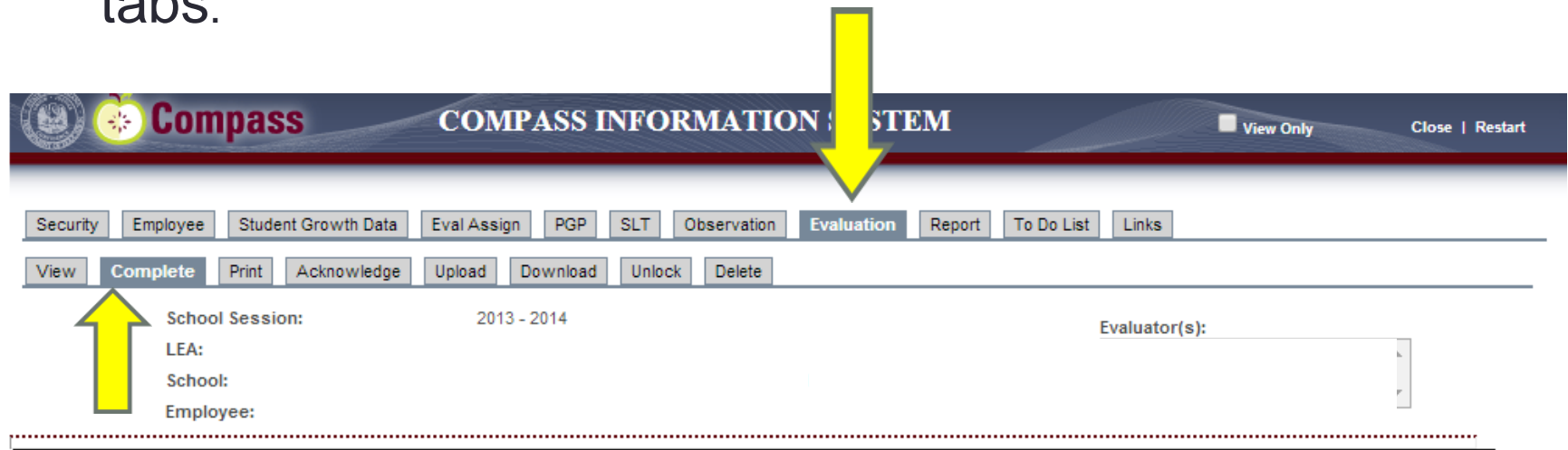


Submit

Cancel

## Step 2: Go to the Complete Evaluation Tab

- A. After selecting the employee's name from your home page in CIS, click on the Evaluation tab in the top row of tabs.



The screenshot displays the COMPASS INFORMATION SYSTEM interface. The top navigation bar includes the COMPASS logo, the system name, and options for 'View Only', 'Close', and 'Restart'. Below this is a row of tabs: Security, Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation (highlighted with a yellow arrow), Report, To Do List, and Links. A second row of tabs includes View, Complete (highlighted with a yellow arrow), Print, Acknowledge, Upload, Download, Unlock, and Delete. The main content area shows 'School Session: 2013 - 2014' and 'Evaluator(s):' with a dropdown menu. A dotted line is visible at the bottom of the interface.

- B. Then, click on the Complete tab in the second row of tabs.

# Step 3: Review and Include Observations

PROFESSIONAL PRACTICE

SELECT OBSERVATIONS:

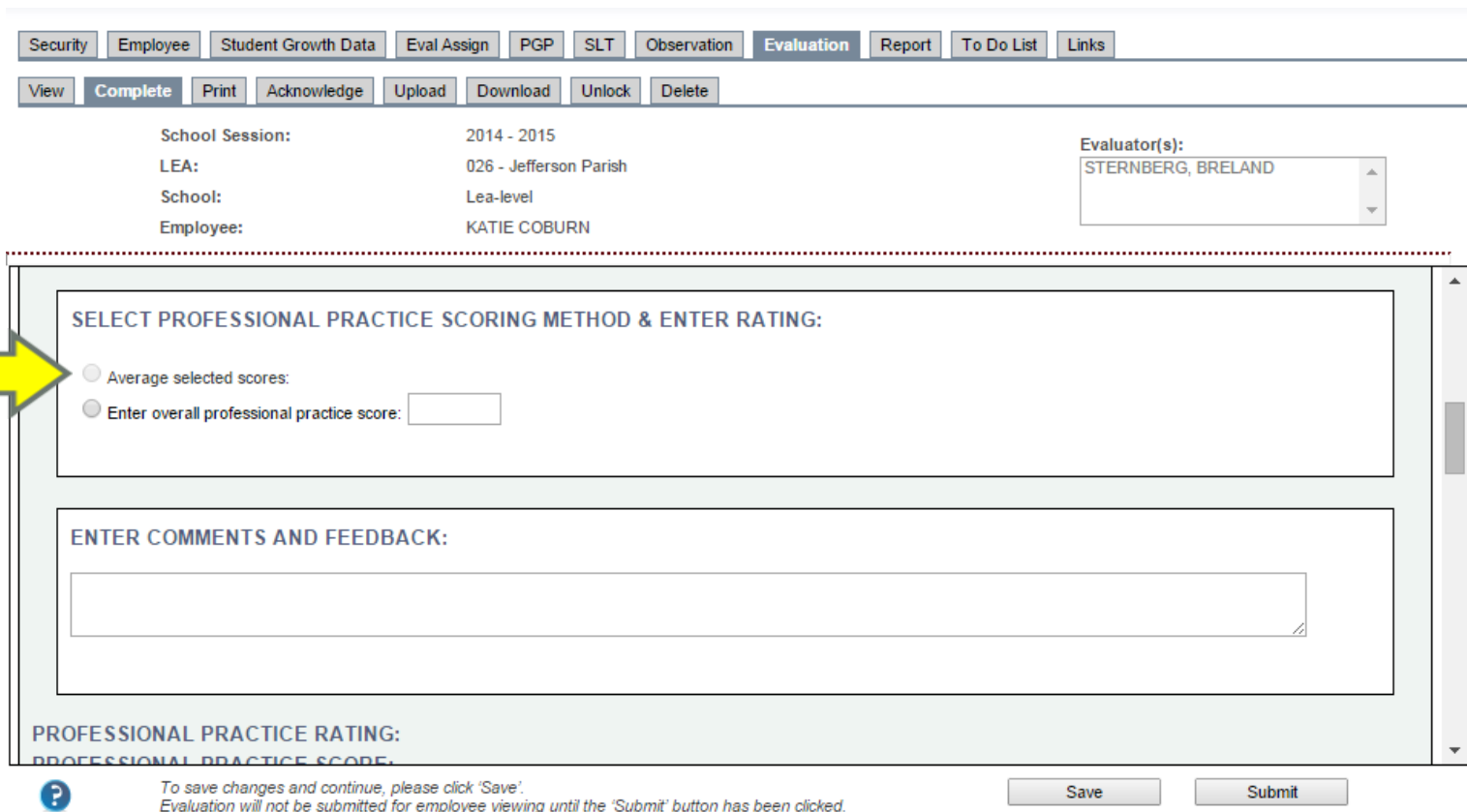
#	Observation Title	Observer	Observation Begin Date	1c	2c	3b	3c	3d	Score	Include in final evaluation?
1	4th grade ELA - author's purpose*		11/11/2013	4.00	4.00	4.00	3.00	4.00	3.80	<input checked="" type="checkbox"/>
2	multiplying fractions*		1/30/2014	4.00	4.00	4.00	4.00	4.00	4.00	<input checked="" type="checkbox"/>

*Only submitted observations appear here.  
To submit additional observations or review observations in detail, go to Observation Tab.  
Observations marked as full-period are coded with an \*.  
All teachers are required to receive at least one full-period observation.*

- A. In the Professional Practice section, ensure each employee has two observations and that each observation has a rating for each component.
- \*Exception: Librarians and some APs/Deans may not have a rating for each component.
- B. Click the check boxes in the last column to include both observations in the final score.
- \*NOTE: Teachers who qualified for an observation exemption due to TSGD will only have the Formal observation checked here.

# Step 4: Average the Observation Scores

\* For TAP and Pre K instructions see next slide



The screenshot shows a web-based evaluation interface. At the top, there are navigation tabs: Security, Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation (highlighted), Report, To Do List, and Links. Below these are action buttons: View, Complete, Print, Acknowledge, Upload, Download, Unlock, and Delete. The form displays the following information:

School Session:	2014 - 2015	Evaluator(s):	STERNBERG, BRELAND
LEA:	026 - Jefferson Parish		
School:	Lea-level		
Employee:	KATIE COBURN		

The main content area is titled "SELECT PROFESSIONAL PRACTICE SCORING METHOD & ENTER RATING:". It contains two radio button options:

- Average selected scores:
- Enter overall professional practice score:

A yellow arrow points to the first radio button. Below this is a section titled "ENTER COMMENTS AND FEEDBACK:" with a large text input area. At the bottom of the form, there is a section for "PROFESSIONAL PRACTICE RATING:" and "PROFESSIONAL PRACTICE SCORE:". A help icon and a note are present: "To save changes and continue, please click 'Save'. Evaluation will not be submitted for employee viewing until the 'Submit' button has been clicked." There are "Save" and "Submit" buttons at the bottom right.

- Under the heading “Select Professional Practice Scoring Method,” click on the first bubble: “Average selected scores.”

# Step 3 and 4: TAP and Pre-K

Security Employee Student Growth Data Eval Assign PGP SLT Observation Evaluation Report To Do List Links

View Complete Print Acknowledge Upload Download Unlock Delete

School Session: 2014 - 2015  
LEA: 026 - Jefferson Parish  
School: Lea-level  
Employee: KATIE COBURN


Evaluator(s):  
STERNBERG, BRELAND

**SELECT PROFESSIONAL PRACTICE SCORING METHOD & ENTER RATING:**

Average selected scores:  
 Enter overall professional practice score:

**ENTER COMMENTS AND FEEDBACK:**

PROFESSIONAL PRACTICE RATING:  
PROFESSIONAL PRACTICE SCORE:

 To save changes and continue, please click 'Save'.  
Evaluation will not be submitted for employee viewing until the 'Submit' button has been clicked.

Save Submit

- Under the heading “Select Professional Practice Scoring Method,” click on the second bubble: “Enter overall professional practice score.”
- Enter the Professional Practice rating from the provided TAP/CLASS conversion chart.

# Step 5: Review and Average SLTs

**STUDENT GROWTH**

**REVIEW STUDENT LEARNING TARGETS:**

#	SLT Title	Grade	Subject	Score
1	asdf	FOURTH	Algebra	2.00
2	asdf	SIXTH	Biology	4.00
3	asdf	EIGHTH	Business	4.00

*Only student learning targets that have been rated appear here.  
To rate additional student learning targets, or review student learning targets in detail, go to the SLT tab.*

**REVIEW TRANSITIONAL STUDENT GROWTH DATA (if available):**

Transitional Student Growth Data Composite Percentile: No score available

Transitional Student Growth Data (by subject):

Subject Area	Composite Percentile
Social Studies	13

*Evaluators may take Transitional Student Growth Data into account when assigning the Student Growth score, but there is no requirement to do so.  
To review Transitional Student Growth Data in detail, go to Student Growth Data tab.*

**ENTER STUDENT GROWTH RATING:**

Enter overall student growth score:  \*

**\*\* In this example, the student growth rating would be 3.33.**  
 $(2+4+4=10$  and  $10\div3 = 3.33)$

- Ensure all SLTs have been rated (at least 2 SLTs).
- Then, manually average the SLT scores and enter the average in the “Enter Student Growth Rating” Box.



# Step 6: Calculate the Final Rating

The screenshot shows a 'SUMMARY' section with the following fields:

- PROFESSIONAL PRACTICE RATING (50%)**  
RATING: Highly Effective  
SCORE: 3.90
- STUDENT GROWTH RATING (50%)**  
RATING: Highly Effective  
SCORE: 3.90
- COMPASS EVALUATION RATING 2013-2014**  
RATING: [Empty]  
SCORE: [Empty]
- Intensive Assistance Required?**
- Calculate** button

Two yellow arrows point to the 'Calculate' button and the 'Intensive Assistance Required?' checkbox.

A. In the Summary section, click “Calculate” to produce the final evaluation rating.

B. If a teacher has a Compass Evaluation Rating of “Ineffective” (score of 1.0-1.49), you must check “Intensive Assistance Required.” **If this box is checked, both the evaluator and employee should sign their initials by this box on the final Compass report.**

# Step 7: Enter Comments and Submit

The screenshot shows a web form for a professional practice rating. It includes sections for 'PROFESSIONAL PRACTICE RATING (50%)', 'STUDENT GROWTH RATING (50%)', and 'COMPASS EVALUATION RATING 2013-2014'. The 'PROFESSIONAL PRACTICE RATING' section shows a rating of 'Highly Effective' and a score of '3.90'. The 'STUDENT GROWTH RATING' section has empty fields for 'RATING:' and 'SCORE:'. The 'COMPASS EVALUATION RATING' section has empty fields for 'RATING:' and 'SCORE:', and a 'Calculate' button. Below these is a checkbox for 'Intensive Assistance Required?' which is unchecked. A large text area labeled 'COMMENTS AND FEEDBACK' with a red asterisk is highlighted by a yellow arrow. At the bottom, there is a 'Save' button and a 'Submit' button, with the 'Submit' button also highlighted by a yellow arrow. A help icon and a warning message are visible at the bottom left.

PROFESSIONAL PRACTICE RATING (50%)

RATING: Highly Effective  
SCORE: 3.90

STUDENT GROWTH RATING (50%)

RATING:  
SCORE:

COMPASS EVALUATION RATING 2013-2014

RATING:  
SCORE:

Calculate

Intensive Assistance Required?

COMMENTS AND FEEDBACK \*

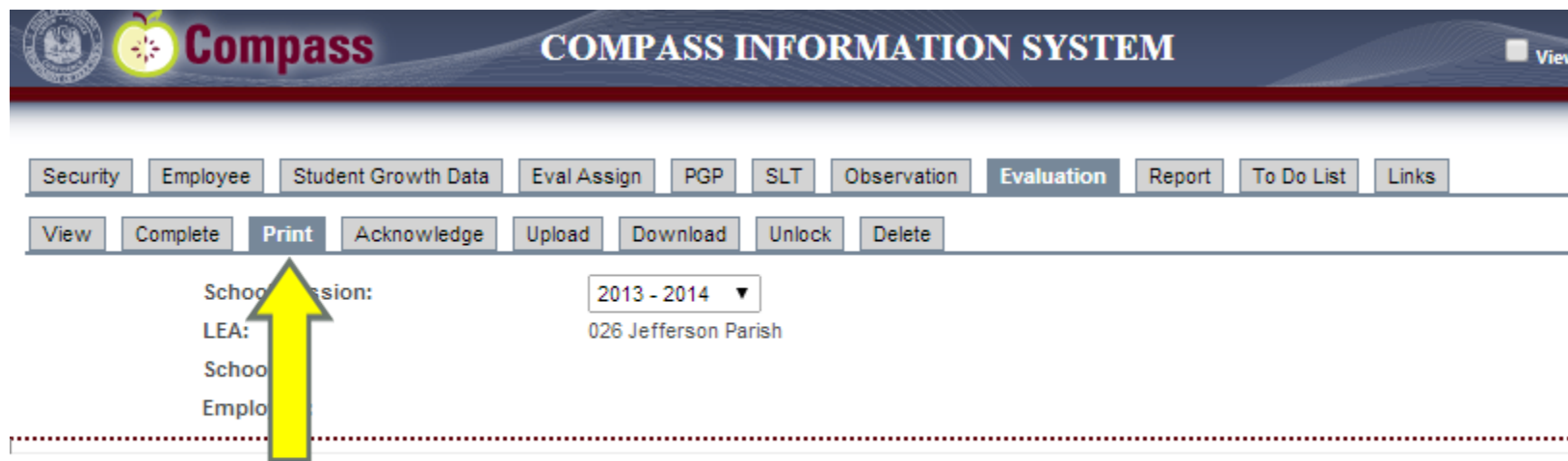
To save changes and continue, please click 'Save'.  
Evaluation will not be submitted for employee viewing until the 'Submit' button has been clicked.

Save Submit

- You must enter notes in the Comments section.
- Click Submit when you are finished.

**\*\* Make sure the red text at the bottom of the page confirms that the evaluation has been submitted before moving on!\*\***

# Step 8: Print Report for Final Conversation



Generate Report



A. In the second row of tabs, click “Print.”

B. Then, click the “Generate Report” button to create a printable PDF document. Print the PDF.

## Step 9: Conduct the Final Conversation

- Each employee should have a final conversation to discuss their Compass evaluation. This conversation may include:
  - Discussion of overall strengths and areas for growth
  - Specific discussion of Student Learning Target data
    - Are there trends in SLT data between classes or subjects?
    - Is performance similar for students in all subgroups?
  - Specific discussion of Observation data
    - What daily practices contributed to student achievement results?
    - What should the teacher continue to do? What should the teacher plan to do differently?
  - Next steps for improving teacher practice and student achievement
- After the conversation, both parties should sign and date the final evaluation report and the grievance process notification form. If the exclusion form was not signed previously, it should be signed as well.
- If the employee has comments, they may write them directly on the printed report or input them in the “Acknowledge” tab of CIS.

# Step 10: Send forms to your Compass contact

- Make 2 copies of the signed documents:
  - 1 copy for the employee
  - 1 copy for the evaluator
- Original forms should be sent via PONY or hand-delivered to your Compass contact (Suite 3600, 501 Manhattan Blvd.)
- **For each employee, you should send**
  1. Signed Compass Evaluation Report from CIS
  2. Signed Grievance Process Notification Form
  3. Signed Exclusion from Results Form
    - Send a signed printout of the form from Infinite Campus **OR**
    - Send a signed form with attached Infinite Campus documentation
- Please send all teacher, counselor and librarian forms by Friday, June 3.
- All leader forms should be submitted by Wednesday, June 8.